

## BOARD OF SUPERVISORS

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221



### **"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
June 15-19, 2015**

#### **MONDAY, JUNE 15, 2015**

- |          |  |   |
|----------|--|---|
| *3:00 pm | Housing Authority                      | Room 604, City Hall<br>100 N. Jefferson Street              |
| *3:30 pm | Professional Football Stadium District | MVP Box 4013, 4 <sup>th</sup> Level<br>1265 Lombardi Avenue |

#### **TUESDAY, JUNE 16, 2015**

- |          |                                   |   |
|----------|-----------------------------------|---|
| *5:00 pm | Veterans Recognition Subcommittee | 6 <sup>th</sup> Floor Veterans Conf. Room<br>305 E. Walnut Street |
|----------|-----------------------------------|---|

#### **WEDNESDAY, JUNE 17, 2015**

- |          |  |  |
|----------|--|--|
| *6:45 pm | Human Services Committee – Special Meeting | Room 207, City Hall<br>100 N. Jefferson Street                     |
| *7:00 pm | <b>Brown County Board of Supervisors</b>   | <b>Legislative Room 203, City Hall<br/>100 N. Jefferson Street</b> |

#### **THURSDAY, JUNE 18, 2015**

- |          |                               |   |
|----------|-------------------------------|---|
| *9:00 am | Fire Investigation Task Force | Truttman Room, Sheriff's Office<br>2684 Development Drive |
| *5:15 pm | Library Board                 | Central Library<br>515 Pine Street                        |

#### **FRIDAY, JUNE 19, 2015**

**(No Meetings)**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, June 15, 2015, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Ann Hartman—Chair, Sup. Andy Nicholson – Vice Chair, Corday Goddard, Adam DeKeyser, and Tom Deidrick

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 18, 2015 meeting of the Brown County Housing Authority.
2. Approval of the minutes from the June 1, 2015, special meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

3. Letter from HUD dated May 26, 2015, with information regarding how the proposed fee formula from the HCV Program Administrative Fee Study would affect the BCHA.
4. Letter from HUD dated May 29, 2015, regarding Rent Reasonableness Review.

**REPORTS:**

5. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)
  - G. VASH Reports (active VASH, new VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
6. Report on use of Administrative Reserves and HCV lease up.

**OLD BUSINESS:**

7. Discussion and possible action regarding Request for Proposals for the Administration of the Housing Choice Voucher Program.

Notice is hereby given that the governmental body may adjourn into a closed session during the meeting for discussion as to problems and concerns encountered when contracting for administration of the Housing Choice Voucher Program and related programs, and the negotiation and bargaining strategies to use when purchasing said services pursuant to Wisconsin Statutes Section §19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**NEW BUSINESS:**

8. Approval to renew agreement with Catholic Charities for reimbursement of pre and post homeownership counseling for Housing Choice Voucher Homebuyers.

**INFORMATIONAL:**

9. Status of Audit by Office of Inspector General.

**BILLS:****FINANCIAL REPORT:****STAFF REPORT:**

10. Date of next meeting: August 17, 2015

**GREEN BAY/BROWN COUNTY  
PROFESSIONAL FOOTBALL STADIUM DISTRICT  
AGENDA**

**MONDAY, JUNE 15, 2015**

**3:30 P.M.**

1265 LOMBARDI AVENUE  
FOURTH LEVEL –MVP BOX 4013

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Request for Approval of the Minutes – April 29, 2015
6. Presentation Regarding Special Event/Capital Project Funding Requests
  - A. Children’s Museum
  - B. AMCSI – Arthrogryposis Multiplex Congenita Support, Inc. International
  - At the option of the Board, convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for purposes of deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to-wit; negotiation strategy regarding possible support of the above listed requests through the District Special Events and Economic Development Fund.
  - Return to Open Session
  - Consideration of Action, If Any, Regarding Closed Session Discussion
7. Communications:
  - A. May 7, 2015 Press Gazette Online Article “Steffen Plans Fix for Excess Stadium Sales Tax”
  - B. Packers Statement Regarding Stadium District
  - C. May 14, 2015 Press-Gazette Online Article “Stadium District Dissolution Complex, Unlikely”
  - D. June 3, 2015 Press-Gazette Online Article “Green Bay Inventor Hits Pay Dirt with the Pronator”
  - E. Late Communications (if any)
8. April & May 2015 Financial Reports
9. Director’s Report
10. Other Matters Authorized by Law
11. Motion to Adjourn

*Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.*

**DIRECTOR'S REPORT**  
**JUNE 15, 2015**

- **PROJECT UPDATE**
  - **Monthly Progress Report – March (if available)**
  - **May 26, 2015 Construction Tour Summary of Meeting Discussion Items**
- **SALES TAX UPDATE**
  - **Sales Tax Analysis –May 2015**
  - **Sales Tax Analysis – Miller Park**
  - **Update on Excess Sales Tax – April 30**
- **SPECIAL REVENUE FUND**
  - **Fund Statement**
  - **8257 Fund Escrow Investments**
- **CAPITAL PROJECTS FUND**
  - **District User Fee**
- **SPECIAL EVENTS & ECONOMIC DEVELOPMENT FUND UPDATE**
  - **Fund Statement**
  - **Future Events**
  - **Chesney Concert Update**
  - **Resch Center Scoreboards Update**
- **UPDATE ON FUTURE OF STADIUM DISTRICT**
  - **Proposed Legislation Relating to Distributing Excess Sales Tax Revenue**
  - **Updated Flow of Funds**
- **MAINTENANCE MONITORING**
  - **1<sup>st</sup> Quarter Maintenance Report**
  - **Annual Kickoff - Sigma**
- **INSURANCE UPDATE**
  - **WMMIC Rating Outlook**
  - **Update RE: Municipal Property Insurance Company**
- **BRICK/TILE SALE**
  - **April 2015 Statement**
- **FUTURE MEETING DATES**
  - **2015 Dates**
- **OTHER MATTERS**

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### **VETERANS SUBCOMMITTEE**

**Bernie Erickson, Chair**  
**Ed Koslowski, Vice Chair**  
Rosemary Desisles, Lynn Geiser,  
Jim Haskins, John Maino, Delores Pierce,  
Duane Pierce, Tracy Rosinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1685**

### **VETERANS' RECOGNITION SUBCOMMITTEE**

**TUESDAY, JUNE 16, 2015**

**5:00 p.m.**

**Veterans Conference Room, Sixth Floor**

**Northern Building**

**305 E. Walnut Street**

### **\*\*NOTE LOCATION\*\***

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of May 19, 2015.
5. Presentation re: Honor Rewards Program.
6. Possible discussion/review regarding Veterans Appreciation Day at the Brown County Fair in preparation for 2015/agenda.
7. Discussion re: Covered stage.
8. Discussion re: Honoring female veterans at the Fair including carnations and review of certificate.
9. Discussion re: Veterans Day donation list.
10. Report from Committee Members Present (Erickson, Desisles, Haskins, Geiser, Koslowski, Maino, Pierce, Rosinski & Witkowski).
11. Report from CVSO Jerry Polus.
12. Comments from Carl Soderberg.
13. Such Other Matters as Authorized by Law.
14. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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## **HUMAN SERVICES COMMITTEE**

Patrick Evans  
Dan Robinson, Erik Hoyer,  
Dan Haefs, Pat La Violette

### **SPECIAL HUMAN SERVICES COMMITTEE**

**Wednesday, June 17, 2015**

**6:45 p.m.**

**Room 207, City Hall  
100 N. Jefferson Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Human Services Department**

- 1. Resolution re: Approving the Dissolution of the Northeast Wisconsin Long-Term Care District.

### **Other**

- 2. Such other matters as authorized by law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, June 17, 2015 at 7:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

### NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a) Must be limited to items not on the agenda.
  - b) State name and address for the record.
  - c) Comments will be limited to five minutes.
  - d) The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of May 20, 2015.**
4. **Announcements of Supervisors.**
5. **Communications**
  - a) Late Communications.
6. **Appointments:**  
**County Executive:**
  - a) Appointment/Confirmation of Mike Mushinski as Brown County Conservationist.
7. **Reports by:**
  - a) County Executive.
  - b) Board Chair.



8. **Other Reports:** None.

9. **Standing Committee Reports:**

a) **Report of Administration Committee of May 28, 2015:**

1. Review Minutes of:
  - a. Housing Authority (April 20, 2015). Receive and place on file.
2. Communication from Supervisor Schadewald re: Request that the Administration Committee revisit Chairman Moynihan's proposal for computer equipment for Supervisors. To hold for one month for costs and demo.
3. Communication from Supervisor Jamir re: Have Technology Services research options and cost to publish/upload/broadcast County Board and committee meetings for social media such as YouTube, stream in real time or near real time. To hold for one month.
4. Treasurer - Budget Status Financial Report, March 2015. Receive and place on file.
5. Treasurer - Budget Performance Report, March 2015. Receive and place on file.
6. Treasurer - Treasurer's Report:
  - a. Status of Tax Collection partnership(s) for June and July, 2015. Receive and place on file.
  - b. **PRESENTATION** by winner of RFP Project #1873 – Financial Advisory Services. Receive and place on file.
7. Corporation Counsel - Monthly Report, April 2015. Receive and place on file.
8. County Clerk - Budget Status Financial Report, April 2015. Receive and place on file.
9. Technology Services - Budget Status Financial Report, April 2015. Receive and place on file.
10. Technology Services - Monthly Report, May 2015. Receive and place on file.
11. Child Support - Budget Status Financial Report, April 2015. Receive and place on file.
12. Child Support - Departmental Openings Summary. Receive and place on file.
13. Child Support - Agency Director Summary for May 2015. Receive and place on file.
14. Dept. of Admin. - Budget Status Financial Report, April 2015. Receive and place on file.
15. Dept. of Admin. - 2015 Budget Adjustment Log. Receive and place on file.
16. Dept. of Admin. - Departmental Opening Summary. Receive and place on file.
17. Director's Report. Receive and place on file.
18. Human Resources - Budget Status Financial Reports, March and April 2015. Receive and place on file.
19. Human Resources - Activity Report, April 2015. Receive and place on file.
20. Human Resources - Departmental Opening Summary. Receive and place on file.
21. Human Resources - Director's Report. Receive and place on file.
22. Audit of bills. To pay the bills.

b) **Report of Education & Recreation Committee of June 4, 2015:**

1. Review Minutes of:
  - a. Library Board (April 16, 2015). Receive and place on file.
  - b. Neville Public Museum Governing Board (May 11, 2015). Receive and place on file.
2. Communication from Supervisors Erickson and Lund: Create a ticket surcharge whenever possible to go into a maintenance fund for the arena complex to replenish the capital fund.
  - i. To institute a ticket facility surcharge, amount to be determined, effective October 1, 2015 on all tickets sold for ticketed events at the Resch Center, Brown County Veterans Memorial Arena and Shopko Hall, proceeds to be utilized for ongoing capital maintenance on said facilities under the direction of the Veterans Memorial Complex Committee; and, request that Corporation Counsel draft an appropriate resolution regarding this matter for consideration at June 17 County Board meeting; and, if approved by the County Board, instruct staff to engage in discussions with PMI in order to facilitate implementation of the facility surcharge in compliance with the terms of the current Lease Agreement; no vote
  - ii. To hold for 30 days until the July meeting and bring back the figures.
3. Communication from Supervisor Zima re: Place a plaque or monument at the fairgrounds to honor Dick Koltz. To approve not to exceed \$2,500 memorial recognition plaque for Dick Koltz.
4. Golf Course - Budget Status Financial Report for April, 2015. Receive and place on file.

5. Golf Course - Departmental Openings Summary for April, 2015. Receive and place on file.
6. Golf Course - Superintendent's Report. Receive and place on file.
7. Museum - Budget Status Financial Report for April, 2015. Receive and place on file.
8. Museum - Director's Report. Receive and place on file.
9. Library - Budget Status Financial Report for April, 2015. Receive and place on file.
10. Library - 2014 Annual Report. Receive and place on file.
11. Library - Director's Report. Receive and place on file.
12. Park Mgmt. - Budget Status Financial Report for April, 2015. Receive and place on file.
13. Park Mgmt. - Field Staff Reports/Attendance Reports. Receive and place on file.
14. Park Mgmt. - Assistant Director's Report. Receive and place on file.
15. NEW Zoo - Departmental Openings Summary for April, 2015. Receive and place on file.
16. NEW Zoo - Request for fee waiver from N.E.W. Zoological Society, Inc. for use of NEW Zoo for 16<sup>th</sup> Annual "Feast with the Beasts" on August 3, 2015. To approve the fee waiver for the use of NEW Zoo for 16<sup>th</sup> Annual "Feast with the Beasts".
17. NEW Zoo – Zoo Director's Report. Receive and place on file.
18. Audit of bills. *No action taken.*

**c) Report of Executive Committee of June 8, 2015:**

1. Vacant Budgeted Positions - Administration – Finance Director – Vacated 6/15/15.
2. Vacant Budgeted Positions - Airport – Assistant Airport Director – Vacated 1/30/15.
3. Vacant Budgeted Positions - Clerk of Circuit Court – Customer Service Clerk – Vacated 7/6/15.
4. Vacant Budgeted Positions - District Attorney – Clerk/Typist II – Vacated 5/29/15.
5. Vacant Budgeted Positions - Health – Public Health Sanitarian II - Vacated 6/9/15,
6. Vacant Budgeted Positions - Human Resources – Benefits Specialist – Vacated 8/7/15.
7. Vacant Budgeted Positions - Human Resources – Employee Services Manager – Vacated 6/26/15.
8. Vacant Budgeted Positions - Human Services (CTC) - Certified Occupational Therapy Assistant – Vacated 6/11/15.
9. Vacant Budgeted Positions - Human Services – Economic Support Specialist (x2) – Vacated 5/27/15 & 5/29/15.
10. Vacant Budgeted Positions - Parks – Park Ranger – Vacated 6/8/15.
11. Vacant Budgeted Positions - Public Works/Highway – Highway Crew (x2) – Vacated 6/1/15 & 6/4/15.
- 11a. Vacant Budgeted Positions - Clerk of Circuit Court – Court Coordinator – Vacated 4/27/15.
  - i. To suspend the rules to take Items 1-11a.
  - ii. To approve Items 1-11a.
12. Communication from Supervisor Buckley re: To have administration work with Door and Oconto County to negotiate a contract with a county that currently has medical forensics pathologists that have the ability to bring on Brown County and its partners. Receive and place on file.
13. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
14. County Executive Report. Receive and place on file.
15. Internal Auditor Report.
  - a. Board of Supervisors Budget Status Reports - April 2015. Receive and place on file.
  - b. Monthly Status Update: May 1 – May 31, 2015.
    - i. To send it to the Human Services Committee.
    - ii. To receive and place on file 15b.
16. Human Resources Report. Receive and place on file.
17. Ordinance – An Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as "Parks and Recreation Facilities" and "Public Health, Safety, Welfare, and Protection". To approve. See Resolutions, Ordinances June County Board.
18. Treasurer - Review and approval or rejection of high bids for tax deed properties.
  - a. Parcel 2-437 614 Tenth Street, Green Bay. To approve the sale of parcel 2-437 to Heather Sues  
in the amount of \$4,672.
  - b. Parcel 7-467 1021 Eastman Avenue, Green Bay. To approve the sale of parcel 7-467 to Dale Halfaday for the amount of \$19,750.
19. Closed Session – To deliberate the sale of a Brown County owned Parcel to a Brown County Municipality (Parcel 14-1048 at 1163 Chicago Street, Green Bay) under State Statute §19.85(1)(e)

deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- i. To enter into closed session.
  - ii. To return to regular order of business.
20. Reconvene in Open Session for the purpose of taking action on Parcel 14-1048. *No action taken.*

**d) Report of Human Services Committee of May 27, 2015:**

1. Review Minutes of:
  - a) Aging & Disability Resource Center of Brown County (March 26, 2015).
  - b) Board of Health (March 17, 2015).
  - c) Board of Health (April 28, 2015).
  - d) Children with Disabilities Education Board (May 7, 2015).
  - e) Human Services Board (May 14, 2015).
    - i. Suspend the rules and take Items 1a-e together.
    - ii. Receive and place on file Items 1a-e.
2. Communication from Supervisor Robinson re: That the new County Human Services Director and the Human Services Department staff put together a report to be presented at the August Human Services Committee, with monthly updates to the Committee that examines: CTC/In –patient Mental Health & AODA County Services; community Mental Health and AODA County Services; Mental Health and AODA services offered by the community in general with which the County has a partnership. *Standing item.* To place on next month's agenda.
3. Syble Hopp School - Syble Hopp School 2015-2016 Budget. To approve the Syble Hopp School 2015-2016 Budget.
4. Health Dept. - Update on Supervisor Hoyer's Communication re: Assessment of outdoor coal piles on the western shore of the Fox River as a health risk and a source of airborne pollutants, as well as proposals for remediation and elimination of the health consequences on our citizenry. *Held until May, 2015 meeting to allow the Health Department to provide further information.* Receive and place on file.
5. Human Services Dept. - Resolution re: Helping families move from homelessness to self-sufficiency. *Standing Item until such time that there is action to be taken.* To hold for one month.
6. Human Services Dept. - Executive Director's Report. Receive and place on file.
7. Human Services Dept. - Departmental Opening Summary. Receive and place on file.
8. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
9. Human Services Dept. - Statistical Reports.
  - a) CTC Staff – Double Shifts Worked.
  - b) Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c) Monthly Inpatient Data – Bellin Psychiatric Center.
  - d) Child Protection – Child Abuse/Neglect Report.
  - e) Monthly Contract Update.
    - i. To suspend the rules and take Items 9a-e together.
    - ii. To receive and place on file Items 9a-e.
10. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
11. Human Services Dept. - Request for New Vendor Contract. To approve.
12. Audit of bills. To pay the bills.

**e) Report of Special Human Services Committee of June 17, 2015.**

1. Resolution re: Approving the Dissolution of the Northeast Wisconsin Long-Term Care District. *Motion pending Special Human Services Committee, June 17, 2015.*

Report of Planning, Development & Transportation Committee – *No meeting, no report.*

Report of Land Conservation Subcommittee - *No meeting, no report.*

**f) Report of Public Safety Committee of June 3, 2015:**

1. Review minutes of:
  - a. Local Emergency Planning Committee – LEPC (March 10, 2015). Receive and place on file.
  - b. Public Safety Communications Advisory Board (July 31, 2013). Receive and place on file.
2. Communication from Supervisor Nicholson re: Requesting that Brown County Corporation Counsel draft a resolution to the State of Wisconsin in support of drug testing individuals who receive public assistance. To have a resolution drafted by Corporation Counsel in support of drug testing individuals who receive public assistance. See Resolutions, Ordinances June County Board.
3. Communication from Supervisor Buckley re: To have administration work with Door and Oconto County to negotiate a contract with a county that currently has medical forensic pathologists that have the ability to bring on Brown County and its partners. To take Items 3, 11 and 22 following Item 21.
4. Communication from Vice Chair Lund re: Open Session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department. To refer to the June County Board meeting.
5. Public Safety Communications - Budget Status Financial Report for March & April, 2015 (unaudited). Receive and place on file.
6. Public Safety Communication - Budget Adjustment Request (15-36): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Public Safety Communications - Director's Report. Receive and place on file.
8. Emergency Management - Budget Status Financial Report for April, 2015 (unaudited). Receive and place on file.
9. Medical Examiner - 2015 Medical Examiner Activity Spreadsheet. Receive and place on file.
10. Medical Examiner - Budget Status Financial Report for April, 2015. Receive and place on file.
11. Medical Examiner - Discussion and possible action pertaining to setting of rates for 2016. For the Director of Administration to draft a resolution for the County Board for rate changes for the Medical Examiner fees. See Resolutions, Ordinances June County Board.
12. Clerk of Courts - Budget Status Financial Report for April, 2015. Receive and place on file.
13. Clerk of Courts - Standing Item per motion at April meeting – Request for representation from the Clerk of Courts and Courts to attend each meeting through the end of 2015 to provide monthly updates including various reports as requested by this Committee. *Motion at May meeting: To refer to the Clerk of Courts office to meet with Corporation Counsel and come back with a recommendation as to at what point GAL bills should be converted to a civil judgment.* To hold Items 13 and 14 for one month.
14. Clerk of Courts - Clerk of Court's Report. *See action at Item 13 above.*
15. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for April, 2015. Receive and place on file.
16. Sheriff - Budget Status Financial Report for April, 2015. Receive and place on file.
17. Sheriff - Budget Adjustment Request (15-31): Any increase in expenses with an offsetting increase in revenue. To approve Items 17 – 20.
18. Sheriff - Budget Adjustment Request (15-32): Any increase in expenses with an offsetting increase in revenue. *See action at Item 17 above.*
19. Sheriff - Budget Adjustment Request (15-33): Any increase in expenses with an offsetting increase in revenue. *See action at Item 17 above.*
20. Sheriff - Budget Adjustment Request (15-39): Any increase in expenses with an offsetting increase in revenue. *See action at Item 17 above.*
21. Sheriff - Sheriff's Report. Receive and place on file.
22. Open Session: Discussion, information gathering and possible action regarding the options available to Brown County for Medical Examiner Services.
  - a. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion as to contract strategies for the negotiation and bargaining as it relates to Medical Examiner Services pursuant to Wisconsin Statutes Section §19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- i. To enter into closed session.
    - ii. To return to open session.
  - b. Reconvene in Open Session: Discussion and possible action as to options available to Brown County for Medical Examiner Services, and possibly contract negotiations and bargaining determinations. To have the Director of Administration work with Door County and Oconto County to negotiate a contract for services with the Medical Examiner of Dane County.
23. Audit of bills. To pay the bills.

10. **Resolutions & Ordinances:**

**Budget Adjustments Requiring County Board Approval**

- a) Resolution Approving Budget Adjustments to Various Department Budgets.

**Executive Committee**

- b) Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as "Parks and Recreation Facilities" and "Public Health, Safety, Welfare, and Protection".  
Motion at Exec. Committee: To approve.

**Special Human Services Committee**

- c) Resolution approving the Dissolution of the Northeast Wisconsin Long-Term Care District.  
*Motion pending Special Human Services Committee, June 17, 2015.*

**Public Safety Committee**

- d) Resolution re: In support of drug testing individuals who receive public assistance; Motion at Public Safety: To have a resolution drafted by Corporation Counsel in support of drug testing individuals who receive public assistance.
- e) Resolution re: Approving Medical Examiner Fees; Motion at Public Safety: For the Director of Administration to draft a resolution for the County Board for rate changes for the Medical Examiner fees.

11. **Closed Sessions:**

**Public Safety Committee:**

- 12. Open Session: Discussion, information gathering and possible action regarding the options available to Brown County for Medical Examiner Services.
  - a. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting for discussion as to contract strategies for the negotiation and bargaining as it relates to Medical Examiner Services pursuant to Wisconsin Statutes Section §19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - b. Reconvene in Open Session: Discussion and possible action as to options available to Brown County for Medical Examiner Services, and possibly contract negotiations and bargaining determinations.

**Executive Committee:**

- 13. Closed Session – To deliberate the sale of a Brown County owned Parcel to a Brown County Municipality (Parcel 14-1048 at 1163 Chicago Street, Green Bay) under State Statute §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
  - a. Reconvene in Open Session for the purpose of taking action on Parcel 14-1048.

14. **Such other matter as authorized by law.**

15. **Bills over \$5,000 for period ending May 31, 2015.**

16. **Closing Roll Call.**

17. Adjournment to Wednesday, July 15, 2015 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:

A handwritten signature in dark ink, appearing to read "Patrick Moynihan, Jr.", with a stylized flourish at the end.

Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**BROWN COUNTY FIRE INVESTIGATION TASK FORCE  
BOARD OF DIRECTORS**

**AGENDA**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, June 18, 2015, at 9:00 a.m., at the Brown County Sheriff's Office, Truttmann Room, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Financial Report.
- ITEM #6. Old Business.
  - A. Disposition of case proceedings.
- ITEM #7. New Business.
  - A. Vice-chairperson vacancy.
- ITEM #8. Report of Juvenile Firesetter Program Coordinator.
- ITEM #9. Other Matters.
  - A. Reinstatement of safety house 501(c)(3).
  - B. New vehicle for safety house.
- ITEM #10. Set Date, Time, and Location of Next Meeting.
- ITEM #11. Adjourn.

Michael Nieft, Chairperson of the Board  
Brown County Fire Investigation Task Force



BROWN COUNTY LIBRARY  
515 PINE STREET GREEN BAY, WI 54301-5194

**BRIAN M. SIMONS**  
LIBRARY DIRECTOR

PHONE (920) 448-5810  
FAX (920) 448-4364

Simons\_BM@co.brown.wi.us  
www.browncountylibrary.org

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## **BROWN COUNTY LIBRARY BOARD**

**Central Library**

**Thursday, June 18, 2015**

**5:15 p.m.**

### **AGENDA**

- I. Call to Order (2 min)
- II. Approve Consent Items (3 min)
  - A. Agenda
  - B. Minutes
- III. Communications and Open Forum for the Public (5 min)
- IV. Library Business (45 min)
  - A. Technology Report
  - B. Financial Manager's Report, Bills and Donations
  - C. Facilities Report
    1. Facilities Committee Update
    2. Southwest Branch Addition Update
    3. Central Library facility
- V. Budget (5 minutes)
- VI. Discussion and Possible Action on BCL Deputy Director Position Description
- VII. Ed. & Rec. Meeting Rotation Planning for Board Member Attendance
- VIII. Old Business (5 min)
- IX. Personnel Committee (5 min)
- X. Nicolet Federated Library System (5 min)
- XI. President's Report (5 min)



- XII. Library Director's Report (5min)
- XIII. Such Other Matters as Authorized by Law
- XIV. Meeting Summary/Next Meeting Planning (2 min)
- XV. Adjournment

*Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.*

*Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.*

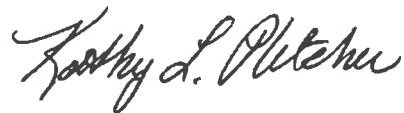
**Next Meeting:**

Thursday, July 16, 2015

5:15 p.m.

Central Library

515 Pine Street



**Kathy L. Pletcher  
President**



**JUNE 2015**



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm @ NEW Zoo	5	6
7	8 Executive Cmte 5:30 p.m.	9	10	11	12	13
14	15	16 Veterans Recognition Subcmte 5:00 pm	17 Spc Human Svcs 6:45 pm <b>Board of Supervisors 7:00 pm</b>	18	19	20
21  <i>Fathers Day</i>	22 Land Con 6:00 pm PD&T 6:15 pm @ Airport	23	24 Human Services 5:30 pm	25 Admin Cmte 5:30 pm	26	27
28	29	30				



**JULY 2015**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Public Safety 11:00 am Ed & Rec 5:30 pm @ Golf Course	2	3 <i>County Board Office Closed</i>	4 
5	6 Executive Cmte 6:00 pm	7	8	9	10	11
12	13	14 Employee Picnic 	15 <b>Board of Supervisors 7:00 pm</b>	16 CJCB 8:00 am	17	18
19	20	21 Veterans Recognition Subcmte 5:00 pm	22 Human Services 5:30 pm	23 Admin Cmte 5:30 pm	24	25
26	27 Land Con 6:00 pm PD&T 6:15 pm	29	29	30	31	

## **BROWN COUNTY COMMITTEE MINUTES**

- Housing Authority (May 18, 2015)
- Housing Authority Special Meeting (June 1, 2015)
- NWTC Board of Trustees (May 20, 2014)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, May 18, 2015, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick—Chair, Ann Hartman—Vice Chair, Sup. Andy Nicholson, and Adam DeKeyser

**MEMBERS EXCUSED:** Corday Goddard

**OTHERS PRESENT:** Robyn Hallet, Kim Flom, Stephanie Schmutzer, Patrick Leifker, Matt Roberts, Nicole Tiedt, and Sadie DiNatale

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 20, 2015 meeting of the Brown County Housing Authority.

A. Nicholson made a motion to approve the minutes from the April 20, 2015, meeting of the Brown County Housing Authority. A. Hartman seconded. Motion carried.

**ELECTION OF OFFICERS:**

R. Hallet explained that it was the time of the year to elect officers and referred to the agenda packet item which contained an updated rotation of officers if the commissioners wished to continue the same rotation pattern. In the past, officers have rotated on a schedule that allowed a commissioner to serve two years as Vice-Chair followed by two years as Chair. Nevertheless, R. Hallet explained that ultimately the decision was up to commissioner discretion. If the rotation was to be followed A. Hartman (current Vice-Chair) would begin her tenure as Chair and A. Nicholson would begin his tenure as Vice-Chair for 2015-2017.

T. Diedrick asked A. Hartman if she would be willing to serve as Chair, which A. Hartman indicated that she would. A. Hartman then asked A. Nicholson if he would be willing to serve as Vice-Chair, which A. Nicholson affirmed that he would be willing.

T. Diedrick asked three times if there were any other nominations. Being none, A. DeKeyser made a motion to nominate A. Hartman as Chair of the Authority and A. Nicholson as Vice-Chair. T. Diedrick seconded the motion. Motion carried.

A. Hartman and A. Nicholson will begin acting in their new roles at the June 2015 BCHA Meeting.

**COMMUNICATIONS:**

2. Letters from HUD dated April 9 and April 30, 2015, regarding HCV Administrative Fee Study

R. Hallet communicated that HUD had recently sent the Authority two letters regarding a federal HCV Administrative Fee Study. The study was recently concluded to determine how much Administrative Fee's PHA's need in actuality in order to successfully operate their HCV Program.

R. Hallet explained that the first letter, dated April 9, 2015, discussed the purpose of the Study and that a comparison would be provided by the end of April showing the amount the PHA would earn in Admin Fees under the study's new formula as compared to their fees actually received. The second letter, dated April 30, 2015, explained that HUD was not able to provide the comparison by the end of April 2015, due to industry groups (NAHRO, CLPHA, and PHADA) providing recommendations on comparison information that would be more useful to PHAs.

To summarize some of the findings from HUD's study, R. Hallet reported that Housing Authorities have been significantly underfunded to effectively run the program. The average cost to administer the program (based off of 2013 data) would have been \$70.03 per Voucher per month where in actuality the average Administrative Fees received by PHAs was \$51.64. The new proposed formula focuses on seven variables to include: size of program, wage rates specific areas of the country, health insurance costs, percentages of households with earned income, rates of new administration, and distance from Housing Authorities in which people with vouchers reside. Under this new formula 92 percent of Housing Authorities would be receiving higher fees than what they have been receiving in the past. This information does however come with the assumption that Congress will allocate the needed amount of funding to the program. Nevertheless, HUD will be publishing the new proposed rule with that formula this year, with hopes that it will be implemented within 2016.

A. Hartman asked if the BCHA will be one of the Housing Authorities that would receive more money. R. Hallet replied that she does not know definitively but chances were very high that we would.

T. Diedrick asked what the BCHA's Administrative Fees were in actuality in comparison to the fee amount derived by the new formula. R. Hallet replied that that data has not yet been provided by HUD.

R. Hallet went on to explain that the new formula does take into consideration higher costs for port-ins and port-outs. Accordingly, Receiving Housing Authorities would receive 100 percent of their own fees and Initial Housing Authorities would get 20 percent of the Administrative Fees for each port-out. Housing Authorities would then no longer bill for the Administrative Fees; they would only bill for the HAP.

### 3. Letter from Senator Tammy Baldwin regarding funding for housing programs

R. Hallet explained a letter was received from Senator Tammy Baldwin, regarding funding for housing programs. This letter is significant as the BCHA specifically reached out to congressional representatives in regards to portability costs. Senator Tammy Baldwin's letter stated that she is in support of affordable housing programs and she will keep these issues in mind.

A request to take item 10 of the agenda out of order was made by T. Diedrick. A. Nicholson made a motion to accept the request which was seconded by A. Hartman. Motion carried.

### **NEW BUSINESS:**

10. Discussion and action regarding use of Administrative Reserves to allow for temporary overtime of ICS staff to increase utilization rate within the HCV Program to avoid HUD sanctions.

R. Hallet discussed that BCHA's HCV funds, as determined by HUD, are severely underutilized. In consequence, BCHA is on HUD's newly created "Hot List" of PHA's that are underutilized. HUD will be working more intensely with those PHA's until their utilization rates are up to par.

R. Hallet explained the reason for the Authority's underutilization in that the BCHA received an unexpected abundance of Set Aside Funding. The BCHA applied for Set Aside funding in June of 2014. HUD did not notify the Authority of its awarded funds until August of 2014. The award was 100 percent allocated whereas in the past Set Aside Funding awards have been received with a 50 percent proration. Staff remained very cautious of the possibility that HUD may decide to recapture a portion of funds since this additional funding so late in the year could put the BCHA over the reserves threshold at the end of the calendar year. Staff thus had ongoing conversations with HUD personnel in an attempt to get clarification on whether or not this new funding had the potential to be recaptured. It was then not until March of 2015 that staff was provided assurance that the funding would not be recaptured.

R. Hallet went on to state that a serious plan of action must be put together to get off HUD's "Hot List" by spending the Set Aside funding. If the Authority does not spend down this funding, the BCHA will be at risk of HUD recapturing this money and secondly, the BCHA will be at risk for sanctions towards BCHA's Administration Fees. ICS has put together a plan for their staff to work overtime (up to five hours a week for 12 individuals) in an attempt to lease up additional clients to spend down the Set Aside Funding. With the additional overtime needed, ICS has made a request to use a portion of available Admin Reserves.

M. Roberts began to explain that ICS has prepared some worst case scenario estimates of additional funds needed. Currently, ICS pulls about 100-150 applications a month on a regular basis which includes processing each applicant and getting them set up in the Voucher Program. HUD has recommended ICS to pull 400 applicants in the next two month and then 300 for the following month. M. Roberts stated that ICS is obviously trying to be as efficient as possible yet, because of the increased time it will take to meet HUD's goal, there isn't really an option outside of overtime to accomplish this feat.

S. Schmutzer added that HUD has stated that by the end of the year, BCHA's reserves would be over 30 percent if nothing is done now. Ideally, HUD expects PHA reserves to be at approximately 8.5 percent (which has decreased from previously years from 10 percent). By utilizing overtime to help spend down funds, it is probable that BCHA would still only get down to approximately 20 percent, but this is supported by HUD, who has suggested BCHA's goal be to reduce recaptures rather than entirely eliminate it.

T. Diedrick asked how overtime would be utilized. M. Roberts stated that staff would still see clients primarily during regular office hours. The processing and paperwork would be accomplished before and after hours or perhaps on a Saturday morning.

A. DeKeyser asked if there are 1,100 people to even pull off the waiting list to accomplish this goal. Further, A. DeKeyser asked if it was even possible to get to 300-400 applications processed in a month even when calculating in the estimated overtime.

M. Roberts explained that ICS has pulled over 300 applications in the past. With the amplified goal of 400, staff will try their best but no guarantees can be made at this time. In regards to the waiting list, there are currently only approximately 600-700 people on the list, but applications continue to come in daily. Further, because of the vast amounts of applications being pulled, a variety of different demographics are getting the opportunity to receive a voucher who, under ordinary circumstances, would have to wait much longer since they have a lower preference. These preference categories include singles, singles with minors, and non-preference individuals and families.

A. Hartman asked how it could be the Authority's fault that HUD sent us the Set Aside funding late. R. Hallet explained that after receiving notification of the award, staff proceeded cautiously while seeking clarification from HUD, so as not to spend money that could later be recaptured. The Authority was also unaware that there would be possible sanctions if the funds were not spent down. M. Roberts added that HUD did agree that this situation puts the BCHA in a conundrum.

S. Schmutzer stated that if the Authority can at least lease up everyone on the waiting list, the Authority could then show HUD that there is nothing more that can be feasibly done to utilize the Set Aside Funding.

M. Roberts further declared that in the last conference call with HUD, HUD stated that there would be no way to get funding down to 8.5 percent. Nevertheless, if the Authority can get down to the 20 percent range, there is a good chance that the BCHA would be taken off the "Hot List" which would allow us to steer clear from the sanctions. There still could be some risk of having some funds recaptured but the risk of the unknown sanctions which would be much more significant.

T. Diedrick asked what our current HAP dollar amount is in comparison to the 8.5 percent which we ideally need to be at. S. Schmutzer estimated that it would be approximately \$2.75 million that HUD could recapture.

A. Hartman asked why HUD gave us this money so late. M. Roberts read the response given to the Authority when staff asked this same question. The response read that "it was not the priority of the division that handles the Set Aside Funding". A. Nicholson asked for elucidation. M. Roberts stated that the response means that the particular division that awards this funding throughout the country put this task secondary to a separate task still within their responsibilities.

S. Schmutzer stated that HUD wants the BCHA to be at \$1.1 million by the end of the year. This is approximately one month's worth of HAP payments.

R. Hallet acknowledged that as frustrating as this may seem, this is not the worst problem to have. What would be worse was if the BCHA was coming up short on funds which would then cause the Authority to have to terminate some families currently utilizing vouchers. We need to look at this as a great opportunity for those individuals and families who have been waiting great lengths of time to finally receive a voucher.

A. DeKeyser asked that if the waiting list did move down to zero, would there even be enough vacant units in Brown County for these individuals to utilize their vouchers right now. M. Roberts explained that this question cannot be simply answered. A certain portion of these applicants may not be looking for a unit in Brown County in the first place especially as staff starts pulling non-preference applicants.

A. Nicholson asked what the reality was in regards to how many applicants can be pulled. P. Leifker replied that the goal is 400 a month and ICS has pulled over 400 people from the waiting list already for May. This week ICS is preparing to pull another 400 more for June. Roughly ICS operates at about a 65 percent success rate for applicants that are sent a TIF. So 65 percent of 450 vouchers are roughly what we expect can be accomplished, which is what HUD is looking for too.

A. Nicholson asked if ICS was currently paying overtime to accomplish this. P. Leifker stated that at this time no overtime has been issued. The process is pretty lengthy so ICS hasn't seen the 400 applicants in the office yet; that would be sometime next week.

K. Flom asked if there has been any consideration in bringing on a part time staff member to help with any basic office needs to reduce some office stress and allow staff to take some vacation time. M. Roberts stated that individuals previously employed with ICS have been considered for a limited term employment but they are not currently looking to spend time training a new member for such a short duration as time constraints would not allow this. ICS also wants to maintain their same standards of quality.

T. Diedrick brought the Commissions back to the request on hand stating that the bottom line is that ICS is looking at an additional \$32,506 dollars for the next three months to accomplish this feat. M. Roberts confirmed that this was the requested dollar amount on the extreme, high end.

K. Flom stated that if approved, this money could be reviewed on a monthly basis to monitor spending and report the Set Aside money spent down.

A. Nicholson asked if anything of this capacity has ever happened before. M. Roberts replied that it has not.

A. DeKeyser stated that if a portion of these pulled applicants port out that is another increased expense; money paid for Port Outs may outweighs what we are receiving in Set Aside funding. A. DeKeyser then stated that it may be worth it in the long run to just take the hit now and face the sanctions.

A. Hartman stated that the issue is that the sanctions are unknown and that is a big risk to take. S. Schmutzer stated that HUD has not determined what the sanctions will be however it very well could affect the funding the Authority receives in future years to come.

A. DeKeyser stated that if we knew how many vacant units there were, it would be possible to see if this feat is even possible.

M. Roberts stated that ICS would be doing hefty outreach to get families and individuals to apply for the program.

T. Diedrick stated that the Authority cannot afford to put this off. A. Nicholson asked if we could hold off on action, perhaps having a special meeting. S. Schmutzer stated that HUD did state that they would like to see immediate action taken with this. R. Hallet asked N. Nicholson what additional information he would like at the special meeting. N. Nicholson stated he would like to know how many vacant units were available in Brown County. P. Leifker and R. Hallet both expressed they wouldn't know where to obtain such data. P. Leifker asked for clarification if A. Nicholson was inquiring about physical units or program units. A. Nicholson replied both. A. Nicholson then asked where the individuals would go if we are give them vouchers. P. Leifker stated that there is an assumption that many individuals who have applied to the program are already in a unit in the community which they simply can't continue to afford. When pulling homeless applicants however, they would need to find a unit of course but this is not the case for all applicants. Many who receive a voucher, specifically those on the minors and singles list, are already in a unit and are more likely to stay in said unit for stability. With the exception of individuals who may decide to port out, many families and individuals are more apt to stay in their current unit in Brown County.



In regards to program "units" (vouchers), P. Leifker responded that HUD wants us to lease up approximately 700 additional vouchers. Since the success rate is about 70 percent, we need to issue 1100 vouchers to lease up 700.

T. Diedrick recommended that the Authority could authorize this request now and review it next month and every month thereafter. M. Roberts said that the Authority could even review this bi-monthly each time ICS runs payroll.

A. DeKeyser asked if this all comes down to managing the reserve. M. Roberts confirmed yes; since the Authority has received the money the idea is to utilize it instead of having HUD take it back. If HUD takes it back they might go above and beyond and take back more funds from other sources.

A. Nicholson asked if the BCHA was unable to foresee this coming. S. Schmutzer stated that a lot of this had to do with the new Omni Circular which only came into effect this year. What occurred was a shift toward HUD looking at PHA's usage as opposed to dollars. So, because we have units available and money available, HUD is only seeing that we are not doing what we are supposed to be doing. A. Nicholson asked why this wasn't being done before. S. Schmutzer stated that PHA's were not aware of the extent of the shift.

A. DeKeyser stated that we did not have to apply for this funding. S. Schmutzer stated that the Authority applies for this each year but generally only receives \$500,000 which has always been spent down in the past. But, the Authority has always had more time and fewer funds to spend.

S. Schmutzer further went on to explain that when this money is applied for, PHAs do not even ask for dollar amounts. The application allows one to check boxes that identify the PHA's needs and HUD calculates what is to be awarded. Thus, because we have massive amounts of port outs, we check a box, and HUD determines the dollar amount to be awarded.

R. Hallet stated that as a side note the BCHA did apply for 2015 Set Aside funding which staff is now in the process of rescinding.

T. Diedrick stated that we will be in good shape while pulling in applicants on our preference list. It is the non-preferences with the potential desire to port out that may cause some stir. P. Leifker additionally stated that non-resident voucher recipients must remain in Brown County for one year before having the opportunity to port out.

A. Hartman asked how ICS can be sure that non-residents are not just taking the voucher money but living in a different County. P. Leifker stated that that is when Langan & Associates comes into play—to mitigate cases of potential fraud.

A. Nicholson began inquiring about fraud, stating that when Langan & Associates first began being utilized all cases were being investigated and over the last few years the Authority has been cherry-picking certain cases to be investigated. A. Nicholson asked if the Authority is now investigating all cases. P. Leifker stated that there are a few different processes being utilized with Langan & Associates. Every applicant that comes on to the program receives a background check through Langan. In regards to fraud investigations, those cases are based off of referrals. For instance, a landlord, neighbor, or inspector could tip off the Authority of a potential fraudulent case. It is only when the Authority receives this kind of referral for a specific applicant/voucher holder that Langan & Associates gets involved in a fraud investigation. P. Leifker elucidated that every applicant would not receive a fraud investigation as there are over 3,000 participants in the program.

A. Nicolson stated that this was not the case in the past. A. Nicolson brought up a discussion taking place a few months back which included R. Hallet when Mike Mason was involved as an investigator. At this meeting, A. Nicolson recalled that all investigations were conducted. R. Hallet affirmed that the Authority is doing background checks and screenings on every single participant through Langan, but to do a fraud investigation the Authority would have to have some suspicion of fraud. R. Hallet explained that Langan would not know what to investigate for if a fraud investigation were to be done on every person when there is no suspicion of a specific fraudulent activity. To this, A. Nicolson said that there was suspicion and in the past the Authority would investigate everyone.

T. Diedrick asked for clarification from A. Nicolson asking if this was in regards to background screenings or fraud investigations to which A. Nicolson affirmed it was fraud. P. Leifker explained that all fraud referrals are addressed but not all applicants/participants are investigated for fraud. For instance, if the Authority or ICS is made aware of any potential case of fraud all these cases would be addressed. Nevertheless, doing a fraud investigation on all 3,000 participants would not be feasible.

Realizing this discussion was going off topic, A. Nicholson stated that this conversation should be continued at a future meeting as its own agenda item.

Continuing with discussion of Administrative Reserves, A. Hartman asked if the \$32,506 maximum that ICS is requesting to use would be coming out of the BCHA's HAP or Admin reserves. S. Schmutzer stated that this money would be coming out of Admin reserves which is the only way to spend down our HAP reserves to the extent which is needed. A. Hartman asked if there would be enough money in the Admin reserves to cover this cost to which S. Schmutzer replied that there was.

A. Nicholson stated they he would not support this request as there were too many variables. Further, it would overwork ICS staff over the summer which is not worth it just to appease HUD. All this effort would not get the Authority down to 8.5 percent anyway. T. Diedrick stated that it would get us down to a percentage that would steer the Authority away from sanctions which is critical.

A. Nicholson made a motion to deny the request. A. DeKeyser seconded the motion.

R. Hallet stated that if this request is going to be denied, does the Authority have any suggestions to what should be done considering HUD has directed the BCHA to get our utilization numbers up.

A. DeKeyser stated that even if we made a best effort and got our funding spent down to the 20 percent, HUD could still say that that was not enough and give the Authority sanctions anyway.

S. Schmutzer replied that that is a possibility but by not trying it may be worse. The Authority would have to explain to HUD why we did not even try.

A. DeKeyser stated the Authority still does not know how many units are vacant. R. Hallet stated that we do know how many units (vouchers) are available in the program; it is the number of vacant units in the community that we do not know —this data does not exist. She further explained that it is the clients' responsibility to locate a unit in the community which will qualify for the HCV program. Resources are provided to clients to assist them, such as the Places to Rent Guide, clients can look on Craig's List, they can look in the Start Renting magazine, look for "For Rent" signs, etc.

T. Diedrick further stated that other than the homeless, most applicants will already have a unit.

T. Diedrick declared that there was a motion on the floor to deny the request. A. Hartman and A. DeKeyser signified that they were in favor of the motion. T. Diedrick went on record to oppose the motion to deny the request.

R. Hallet stated that she could set up a conference call with HUD Milwaukee at a Special Meeting. The noon hour during the week of May 25-29<sup>th</sup> was agreed upon by the Commissioners as a good time to hold the Special Meeting.

#### **REPORTS:**

##### **4. Report on Housing Choice Voucher Rental Assistance Program:**

###### **A. Preliminary Applicants**

P. Leifker reported that ICS collected 148 preliminary applications for April of 2015.

###### **B. Unit Count**

P. Leifker stated that the unit count was 2,756 for April of 2015.

###### **C. Housing Assistance Payments Expenses**

P. Leifker indicated the HAP expenses were \$1,052,774 for April of 2015.

###### **D. Housing Quality Standard Inspection Compliance**

P. Leifker reported that 400 inspections were conducted in April; 202 units passed the first evaluation, 101 passed re-evaluation, 64 failed, and there were 33 no-shows.

###### **E. Program Activity/52881B (administrative costs, portability activity, SEMAP)**

P. Leifker reported that there were 117 port-out vouchers in the month of March, with an associated HAP expense of \$101,361.

###### **F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, homeownership)**

N. Tiedt reported that there were 72 active participants for April of 2015. Regarding participation levels there were 41 participants in level one, 13 participants in level two, 13 participants in level three, and five participants in level four. There were three new contracts signed in April of 2015. There were two graduations in April of 2015.

N. Tiedt shared a story from one of the graduates from April. This graduate is a single mother of a teenage daughter who came into the program while she was enrolled at Northeast Wisconsin Technical College (NWTC) on the waiting list to enter the Medical Assistance Program. While waiting to get into that program she completed her CNA certification through NWTC. She finally was able to complete her Medical Assistance Degree and has recently graduated from the Family Self-Sufficiency Program taking \$1,240.57 with her. She is currently employed full time as a Medical Assistant.

For escrow accounts, there are 38 open accounts for April. There are 57 homeowners on the program for April.

###### **F. VASH Reports (active VASH, new VASH)**

N. Tiedt reported that there were a total of 29 active VASH voucher holders. There were four new VASH Voucher recipients for the month of April.

###### **G. Langan Investigations Criminal Background Screening and Fraud Investigations**

P. Leifker reported that in April of 2015, there were six new investigations assigned, seven previous investigations closed, and five investigations remain active. There were 75 new applications sent over to Langan for background checks in which all were approved.

The charts of fraud investigations by municipality and the initial applications by municipality were displayed.

#### 5. Tax Refund Interception Program (TRIP) Report

R. Hallet stated that the report prepared by N. Gerhard regarding BCHA Fraud Recovery Efforts was in the packet and offered to address any questions or concerns.

T. Diedrick pointed out the benefit of the fraud recovery efforts and all it has accomplished over the years. Through these efforts BCHA has recovered \$665,084.27 since 2005.

A. Nicolson asked what happens to recovered fraud money. S. Schmutzer replied that half of the collected sum goes into HAP funds and the other half can be kept for Admin Expenses.

#### **OLD BUSINESS:**

#### 6. Discussion and possible action regarding Request for Proposals for the Administration of the Housing Choice Voucher Program

S. DiNatale discussed the completed draft RFP for Administration of the Housing Choice Voucher Program. S. DiNatale stated that the template for the RFP was received from Brown County and has been retrofitted to fit the scope for Administrative Services of the HCV Program. A general overview was discussed including the RFP details and the RFP's nine attachments which are: RFP Scope of Work, Scoring, Cost Sheet, Reference Data Sheet, Designation for Confidential and Proprietary Information, Addendum(s) Acknowledgement, Appeals, Contract Insurance Requirements, and Contract for Administration of HCV and Related Programs Template.

In regards to the Term of Contract conveyed on the RFP, S. DiNatale asked if S. Schmutzer had heard back from HUD as HUD had thoughts about keeping the terms of contracts shorter. S. Schmutzer replied that she had not heard back. R. Hallet explained that when previously discussing this topic with HUD, HUD advised that all contract should not be too long, but "too long" was not specified. R. Hallet continued to explain that it would be a major upheaval to have a new Contractor every six years and may possibly cause detriment to the program itself. Nevertheless, there are of course benefits to having new Contractors. Discussion from the Authority determined that since a specific contract length had not been determined by HUD a contract term of four years followed by three optional contract extensions of two years each would be appropriate. Accordingly, the contract would last a maximum amount of 10 years before another RFP would have to go out for bid.

In regards to Attachment A, which was Scope of Work, T. Diedrick stated that the number of Vouchers the Contractor is expected to administer should be clearly indicated in this section, especially as this program is considered medium to large sized. This information was deemed necessary to reiterate in the first bullet of Attachment A so that any Contractor would respond specifically to any experience administering a program of this particular size.

In regards to Attachment B, RFP Scoring, R. Hallet asked for any comments regarding the scoring criteria and whether they seemed appropriate as this section is such a significant part of the RFP itself. No changes to the draft's scoring criteria were recommended.

In regards to financials, A. DeKeyser inquired about receiving audited financials from Contractors. R. Hallet stated that the current draft requests a copy of the most recent audited financials and a listing of accounts payable and accounts receivable greater than 90 days. A. DeKeyser requested that this language should be changed so that the RFP would request audited financials from the previous three years. The Authority agreed.

In regards to the Reference Data Sheet, T. Diedrick inquired about whether a Contractor should verify that they consent to the BCHA checking their specified references. A decision was made to add a check box to Attachment D, RFP Reference Data Sheet, in an effort to ensure the consent of Contractor's in allowing the BCHA's selection committee to contact any and all references that said Contractor specifies. The Authority agreed.

A motion to approve the draft RFP contingent on suggested changes being made was made by A. Nicolson which was seconded by A. Hartman. Motion carried.

R. Hallet initiated a request to choose a selection committee for the RFP. BCHA staff on the Selection Committee has been determined to include K. Flom, R. Hallet, and S. Schmutzer. A. DeKeyser and A. Hartman were approved to serve on the Selection Committee to represent the Commissioners.

#### **NEW BUSINESS:**

7. Discussion and possible action regarding passbook savings rate to be used within HCV Program.

R. Hallet provided some background information on passbook savings rates. When a PHA is in the process of determining a client's income, the client's assets must also be reviewed. When looking at the client's assets, the PHA must consider the interest earned on each individual asset. If the total value of assets is less than \$5,000, then the interest earned on each asset is counted as income; however if the total of the assets is \$5,000 or more, HUD requires the PHA to use what is called a passbook savings rate. The passbook savings rate is a flat amount that is applied. This rate was previously at two percent. Recently HUD changed the regulation stating that PHA must set their passbook savings rate within .75 basis points of the National Savings Rate, which is currently at 0.06 percent. PHA's are not permitted to set their rates less than zero percent, so based on the National Savings Rate of 0.06 our passbook rate could be within the range of 0 to 0.81 percent. R. Hallet proposed that the BCHA set its passbook savings rate at zero percent.

A. DeKeyser made a motion to approve the zero percent passbook savings rate which was seconded by A. Hartman. Motion carried.

8. Approval to apply for FSS Coordinator Funding.

N. Tiedt stated that each year a NOFA is released to apply for renewal funding. The 2015 NOFA, coming out within the month, will provide funding for the 2016 year for the Family Self-Sufficiency Program. Before submitting an application BCHA approval must first be granted.

A. Nicholson made a motion to allow ICS to apply for FSS Coordinator Funding which was seconded by A. Hartman. Motion carried.

9. Review of investments and discussion and action to use a new bank product, Select Plus

S. Schmutzer indicated that BCHA currently does our banking with Nicolet National Bank. The Authority previously requested that our investments be reviewed annually, so she researched rates at Nicolet National Bank, Associated Bank, and BMO Harris Bank. She stated previously the Authority approved using a product similar to Select Plus, but it was with a different vendor that Nicolet Bank had been using, but Nicolet discontinued the use of this product. This product uses a different vendor. This product puts our money in checking accounts at other banks so we're not over the FDIC threshold and within the HUD guidelines of having our money completely secured. This new product provides complete visibility in that S. Schmutzer can go on line to see the status of our funds. Currently the BCHA is utilizing an additional checking account at Nicolet National Bank in which the bank is presently collateralizing it. The current rate is 0.15 percent, due to the collateralization that the bank must use in order to mean the HUD guidelines which restricts collateralization to government bonds only.

S. Schmutzer proposes that the BCHA remain with Nicolet National Bank as it is the only bank, of the ones researched, that provides a Select Plus Product which fully insures the BCHA as it relates to FDIC guidelines. The rate is 0.35 percent, which is an increase from the current rate.

A. DeKeyser asked what the balances on the BCHA's two different accounts were on average. S. Schmutzer stated that the checking accounts remain roughly at \$200,000 and the BCHA's collateralized account holds approximately \$2 million.

A. Hartman asked if the BCHA gets docked for making interest. S. Schmutzer replied that we do not because any interest made on HAP funds over \$500 is given to HUD. Interest earned on Admin money can be kept by the PHA.

A. Nicholson asked if this is our Admin or HAP money. S. Schmutzer replied that the checking account is mostly Admin money, but there is some Admin money in the money market also, as well as the HCRI, HOME and other BCHA program funds. She further explained that each month she allocates the interest earned to the appropriate programs, as well as the percentage which is HAP versus Admin.

A. Nicholson made a motion to approve the Select Plus which was seconded by A. Hartman. A. DeKeyser abstained. Motion carried.

#### **INFORMATION:**

11. Status of request from Gorman & Company's proposed development.

R. Hallet reminded the Authority that last month T. Matkom attended the meeting on behalf of Gorman & Company to present their proposed development. Unfortunately, the project was not awarded the WHEDA tax credits nor was the building's historic credits approved. The development will no longer proceed at this time.

#### **BILLS:**

S. Schmutzer reported the current check listings.

A motion was made to approve the bills of April, 2015, by A. Nicholson which was seconded by A. DeKeyser. Motion carried.

#### **FINANCIAL REPORT:**

S. Schmutzer reported the current financial report.

#### **STAFF REPORT:**

12. Updates from Wisconsin Association of Housing authority Conference.

R. Hallet explained that when staff attends training, it's important that they share what is learned with others so that all within the Authority can benefit. She invited P. Leifker and S. Schmutzer to share any important information they learned.

P. Leifker and S. Schmutzer shared that one of the most important aspects learned was in regards to the changed regulation mandating that reserves fall within 8.5 percent at the end of the fiscal year instead of 10 percent.

R. Hallet explained she had attended sessions that included a workshop regarding veteran and homeless housing programs in Wisconsin, a workshop discussing the process of going paperless, a workshop regarding strategic planning, and a session on Robert's Rules of Order.

13. Date of next meeting: June 15, 2015.

T. Diedrick stated that the next regular scheduled meeting of the BCHA would be June 15, 2015 however, there will be a Special Meeting held the week of May 26-29<sup>th</sup>.

Meeting adjourned at 4:50 pm with a motion made by A. Nicholson which was seconded by A. DeKeyser.

sd:rah

## **SPECIAL MEETING**

### **AGENDA**

#### **BROWN COUNTY HOUSING AUTHORITY**

**Monday, June 1, 2015, 11 a.m.**

**City Hall, 100 N. Jefferson Street, Room 604  
Green Bay, WI 54301**

**MEMBERS PRESENT:** Ann Hartman—Chair, Sup. Andy Nicholson—Vice-Chair, Tom Diedrick, Corday Goddard, and Adam DeKeyser

**OTHERS PRESENT:** Robyn Hallet, Kimberly Flom, Stephanie Schmutzer, Patrick Leifker, Matt Roberts, Sup. Guy Zima, John Finger of HUD Milwaukee (by phone), and Scott Koegler of HUD Milwaukee (by phone)

#### **OLD BUSINESS:**

1. Discussion and action regarding use of Administrative Reserves to allow for temporary overtime of ICS staff to increase utilization rate within the HCV Program to avoid HUD sanctions.

R. Hallet explained that HUD staff was on the phone to provide information and answer questions. She further provided a review of the agenda attachments.

A. DeKeyser summarized that the issue at hand is managing the reserve. He stated that it was in April that staff learned that the reserve threshold had changed to 8.5 percent. BCHA is at 26.84 percent today with the set aside funds that were received; if we had received \$500,000 as we typically had in the past, we would have been at approximately 23 percent. He asked HUD what the threshold is to be on the "Hot List" of severe underutilization.

J. Finger of HUD expressed he appreciates the frustration caused by the funding cycle and the ever changing conditions from HUD. Leasing is an important condition which is why the threshold changed to 8.5 percent and is why HUD came up with the potential sanctions and the "Hot List" to try to help Housing Authorities utilize their funds as much as possible. He reminded Commissioners that most of this is driven from Congress, which is the appropriator of the funds. The appropriations come with laws and provisions which can change yearly. This year there is an additional emphasis on leasing, to try to prevent the reduction of funds in the future. When Congress appropriates funds, if it's not spent, they tend to think it's not needed.

J. Finger clarified that the sanctions are not meant to be a threat nor are they automatic. Rather, it's a process that is in place for Housing Authorities that ignore the situation and do not lease up vouchers when they have the ability to do so. The decision of whether or not there would be sanctions would happen at the end of the fiscal year by looking at the lease up rate of either the unit utilization or the budget authority. Housing Authorities below 95 percent would be questioned about why they are underutilized and what their leasing plans are; based on that, HUD would make a determination if sanctions are appropriate. J. Finger stated his understanding is that sanctions could occur when there is ignorance of leasing potential or if the Housing Authority is avoiding leasing. He stated that the BCHA is taking an in depth look at this, which is appropriate. He reiterated that sanctions are not automatic if you fall below a certain leasing level.

A. Nicholson expressed his appreciation for these comments. He understood sanctions to be a penalty. J. Finger interjected, stating that sanctions are indeed a penalty for Housing Authorities



that don't use their money when there are people in need. However it's not automatic. Special circumstances would be considered and in his mind, he didn't believe this would be an automatic sanction for BCHA.

A. DeKeyser asked for clarification if utilization is in regards to HAP utilization or Voucher utilization. J. Finger replied that it could be either. He stated that less than 95 percent of either budget authority or of units is a concern. He added that in most cases the budget authority is exhausted before the number of baseline units is reached.

J. Finger stated that the BCHA is in a good situation in that we have the ability to lease up more vouchers to help more people and that we have the admin reserves to be able to accomplish this. He expressed appreciation for staff and ICS making the effort to accomplish that. It would be a different situation if we didn't have the admin reserves to make this happen.

A. Nicholson stated that BCHA was awarded 100 percent of the funding that was applied for and asked R. Hallet if it is correct that this is the first time that has happened. R. Hallet confirmed that in the past the set aside had typically been prorated at 50 percent. R. Hallet also clarified that Housing Authorities do not apply for a specific dollar amount; rather, they mark a box indicating the category of set aside funding for which they are applying and then HUD reviews the numbers that are submitted through the electronic system and they determine how much Housing Authorities are eligible for. A. Nicholson inquired how HUD determines how much we're eligible for. R. Hallet stated that we applied for set aside under the category of portability, so they would look at numbers regarding port out vouchers. J. Finger stated that the data submitted through the system allows for HUD to pull information on per unit costs, portability costs, etc. He further reiterated that the proration is based on what Congress appropriates. The HAP funding for 2015 was not prorated; it was funded at 100 percent this year, whereas in past years it has been as low as 94 percent, so this was a good year from HAP funding standpoint. This is not true for the Administrative Funding, as that was funded at 73 to 74 percent.

A. Nicholson inquired if the federal government or Congress tracks where people are coming from, the reason why we have so many port outs. J. Finger stated that our situation is not untypical; when there is a greater need in urban areas, people will move out to pick up Vouchers in other places. A. Nicholson stated his opinion is that instead of funding a city (Housing Authority) that has port outs, they should finance the city (Housing Authority) from which individuals are leaving, since people are going back to where they are coming from. He stated that HUD and Congress should allocate more funds to a Housing Authority from which numerous people are leaving instead of the cities people are moving to. J. Finger stated that this issue has been raised, but the Faircloth Amendment determined the baseline number of units in various jurisdictions and the funding each year is established through a formula based on the baseline number. So this would take a change to both Congress and HUD Headquarters to change the process for funding.

A. Hartman inquired why we have to pay more for port outs. She stated that not only do we lose the Voucher when someone ports out, but we're also losing the ability to help someone else here because we are paying twice as much on their port out Voucher. J. Finger stated this is a common concern, as this issue happens to a lot of Housing Authorities in Wisconsin outside of Milwaukee and Madison. Portability is a statutory right, so this is an inherent problem. If a Housing Authority is out of money, then they can deny portability, but that is the only time.

A. Nicholson asked why HUD doesn't allocate the money in a more timely fashion, as this puts the BCHA in a very difficult position. J. Finger stated that this situation is unique due to the timing of the set aside; this was not intentional, but is just how it happened. That is why HUD Milwaukee staff is doing what they can at this point to help us spend the money so that we have less in reserves by the end of the year.

R. Hallet set a reminder that HUD and BCHA/ICS staff is being proactive in trying to make a plan to use the funds before anything detrimental such as sanctions would occur. It is not an urgent situation in that we could be sanctioned next week or next month. We were cautious at the end of 2014, in fear that the reserves could be recaptured, but that did not happen, which is a positive. Now we are into 2015, we need to have a plan to spend the money.

A. Nicholson stated that this is R. Hallet's opinion. He stated that J. Finger stated that sanctions might not happen because we are doing our due diligence and we are in an unusual situation. He doesn't feel R. Hallet's comments were fair and requested that be recorded for the record.

R. Hallet reiterated that there are families on the waiting list waiting for a Voucher, so there is a need.

T. Diedrick stated that as Commissioners, the Authority needs to look at this as an opportunity to reduce the waiting list. There are people in need of safe, affordable housing and we have an opportunity to help them.

A. Nicholson stated another question that was brought up is if the county has enough rental units to house this many more people. T. Diedrick said there is no way of knowing that; nobody tracks that information. A. Nicholson suggested it should be tracked. T. Diedrick made a reminder that it is not the BCHA's responsibility to find units for families; it's up to them.

A. Hartman stated what upsets her is that we've been told we must get this done as soon as possible, but this was not our fault, it was HUD's and now they are pressuring us to get this done as fast as we can. She stated that we have been working at leasing up and we got a good report at the end of last year and all of a sudden we are told we are bad because we're not doing things fast enough. She stated we want to do things so that people are not defrauding the program, that's the reason we're not doing things as fast as we can. She doesn't understand why we can't be given an extension to spend this extra money.

J. Finger countered that no one is saying the BCHA is doing anything bad. BCHA has the potential to help a lot of people, which is a condition that a lot of Housing Authorities wish they were in. BCHA has the HAP funds available and they have Admin reserves to make it possible. HUD is not saying BCHA is bad, but is trying to help us from getting a poor score at the end of this year. If we do nothing to lease up additional vouchers, that will look bad. HUD realizes this is a difficult situation with the timing of the funds and they are trying to do the best they can to help us. Doing nothing would be the worst thing we could do right now.

A. DeKeyser stated that the BCHA has the ability to clear our waiting list and put us at capacity, which are 3401 vouchers. Considering HAP funding were not prorated this year, he asked if we will have enough HAP funding next year if there is a proration to continue to support the 3401 vouchers? S. Kogler stated that in looking at the two-year projection tool and considering the leasing plan that was established, which would put us just over 100 percent utilization for Vouchers, it still leaves BCHA with all of our HAP reserves, which is currently \$3.3 million, or about 18-22 percent of total funding. Unlike most other Housing Authorities in Wisconsin, in 2016 BCHA would still be able to support 100 percent of the vouchers even if there is a proration.

A. DeKeyser posed the scenario that if we use up most of our reserves in 2016 and we're down to the 8.5 percent, if we're still at 100 percent utilization and HAP funds are prorated the following year, will that mean we'd have to terminate people who already have a voucher? J. Finger stated that Housing Authorities have to do projections and know their attrition rates and per unit costs to plan for when they need to stop issuing vouchers. From there, the normal attrition would take you down to the baseline number without overspending.

A. Hartman asked what happens if a person can't find a place to stay? Do we take the Voucher back? J. Finger stated that we know our success rate is about 60 percent, so if we know we need 60 vouchers filled, we would issue 100 vouchers. This all goes into the projection tool. There are times that families don't lease up; it's up to the Housing Authority to determine how many extensions we want to allow and under what circumstances.

A. Hartman inquired if we're still under a deadline to get this spent in less time than we would normally have. J. Finger stated that they are working with almost all of the Wisconsin Housing Authorities because of the 100 percent proration this year. A large majority of WI Housing Authorities have leasing potential and they are trying to get them to lease up. It's all about trying to house as many people as possible.

A. Hartman asked if the leasing situation has changed from the last meeting. P. Leifker stated that they haven't issued any more vouchers, but they have continued to work with vouchers that were already in process. He stated that prior to the last meeting, ICS had pulled through May, but after the last meeting they hadn't pulled any further. He stated that they were on track to issue 400 vouchers the day after the previous meeting, but that was put on hold due to the action taken at the last meeting.

T. Diedrick asked if we had been leasing about 150 vouchers per month, which P. Leifker confirmed that was the average from the past six to twelve months. T. Diedrick asked if the goal is to increase that to 300-400. P. Leifker stated that we had planned to issue 400 in May, 400 in June and 300 in July, which could potentially get us to 100 percent utilization. This is based on various data that is entered into the projection tool, including success rate, how quickly voucher holders lease up and per unit costs, but there are factors that we cannot predict, such as families that have larger than average HAP payments, which can affect the plan.

A. Hartman asked how many people are on the waiting list currently. P. Leifker responded that as of May it was 500-600, not counting applications received in May.

A. Nicholson asked how many people are applying to port out. P. Leifker stated that applicants do not indicate their intention to port out on the application. That is not known until they are called off the waiting list and have an initial appointment. P. Leifker stated they are internally tracking the number of clients who have expressed interest in porting out.

A. DeKeyser stated that port outs are about 4.4 percent of all vouchers. Based on that, there could be potentially 80 port outs. However there isn't anything we can do to control that. It is relevant in terms of planning, but it's not relevant to the decision that needs to be made today. A. DeKeyser requested that the number of port outs be added to the monitoring.

M. Roberts indicating that the monitoring and use of the forecasting tool will include tracking the current status, the success rates, the port out rates, etc.

T. Diedrick asked if the \$32,000 in Administrative expenses that is being requested is just for the three months, which M. Roberts confirmed.

A. DeKeyser stated that this extra effort will be viewed positively by HUD when we get to the end of the year.

C. Goddard reiterated that doing this lets us house several hundred more people than would have otherwise been housed, to which T. Diedrick agreed.

A. Hartman asked if by taking so many people off of waiting list, does that make BCHA more attractive to people looking for vouchers? M. Roberts stated it does not when we no longer

have the capacity to issue more vouchers. He indicated that ICS could post on their website that they are at full capacity.

A. Nicholson asked how many additional vouchers will be available with this new funding. M Roberts responded it would be an additional 600 from where we are now, but still within the maximum of the baseline vouchers.

T. Diedrick made a motion to use Administrative Reserves for temporary overtime for ICS staff to increase the utilization rate of the HCV program. C. Goddard seconded. Motion carried with A. Nicolson and A. Hartman voting no.

A. Nicolson made a motion to adjourn, seconded by A. DeKeyser. Meeting adjourned at 11:41 AM.

rh:jd

Northeast Wisconsin Technical College District

*Board of Trustees Meeting  
Minutes*

May 20, 2015  
1:44 p.m.

*NWTC-Green Bay Campus  
District Board Room  
2740 West Mason Street, Green Bay, Wisconsin*

**Open Meeting & Roll Call – Please turn off all cell phones and pagers at this time.**

The Board Chairperson called the May 20, 2015 NWTC Board of Trustees meeting to order.

Present: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Ying LaCourt, Dave Mayer, Jeff Rickaby, Kim Schanock, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Karen Smits, Sandy Ryczkowski, Vickie Lock, Melissa Wilke, Desiree Franks, Valarie Wunderlich, Dean Stewart, Lynn Gregory, Kathy Gouin, Lisa Maas, Kim Jameson, Megan Popkey, Karl Bacher, Gene Francisco, Brian Krogh, Julie Ebben-Matzke, Linda Hartford, Scott Anderson, Elizabeth Paape, Pam Gerstner, Michaeline Schmit, Matt Petersen, Diane Orlando, April Konitzer, Anne Kamps, C het Lamers, Mark Franks, Kay Tupala, Clark Wagner, Daniel Wicker, Joe Richter

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time.

Student Senate

Joe Richter, Student Activity Director, introduced Daniel Wicker, incoming Student Senate President. Daniel is a Welding program graduate and will be in the Gas Utility program this fall.

**Action Items (Roll Call Vote)**

Bills

Bills Covering the Period of April 1-30, 2015                      \$2,733,972.08

Detailed copies of the current disbursements for fiscal year 2015 for the month of April were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person. Board Exhibit 1 was a copy of the certified 3<sup>rd</sup> quarter Capital Expenditures report for items over \$50,000.

Laurie Davidson moved that Board approval be given for the April 2015 bills as presented and the certified 3<sup>rd</sup> quarter Capital Expenditures report for items over \$50,000.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

### President's Contract & Compensation

Ben Villarruel moved that the Board approve the President's compensation, benefits, and contract as discussed in Executive Session to be effective July 1, 2015.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

### Educational Support Specialists (ESS) Total Base Wage

Jeff Rickaby moved that the Board approve an increase to the total base wage to be effective July 1, 2015 for the Educational Support Specialists as discussed in Executive Session.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

### Other Post Retirement Benefits (OPEB)

Sandy Ryczkowski, Vice-President of Human Resources and Valarie Wunderlich, Director of Benefits and Compensation, provided an overview of the College Other Post Retirement Benefits (OPEB) and recommended OPEB benefits for the future.

It was recommended that the Board approve the changes to the Other Post Retirement benefits effective July 1, 2016 including recommendations 1 and 2.

- Sandy Ryczkowski, Vice-President for Human Resources, indicated that she would be recommending a reduction in the Early Retirement Benefit for College employees. Management feels it is fiscally responsible for the College to recommend these changes today. The recommended changes were reviewed with the Board.
- It was unclear if the goal of the change was to reduce unfunded liability or to overall eliminate retirees from the College's health plan. The President stated that the goal of the College is to not have to pay \$750,000 a year out of the operating budget to pay for this benefit.

Jeff Rickaby moved to table to a future meeting.

Motion seconded by Carla Hedtke.

- The Board felt this was too important to decide on today after just receiving the information. Would like more information and answers to Board member Villarruel's concerns. Would like calculation on subsidized amounts for retirees.
- Provide the numbers of employees in each category that will be affected by the changes.
- Include histories of those that fall into the 2<sup>nd</sup> recommended category (generic information on age range and years of service).
- Provide detail on what the other Colleges are providing to their staff for early retirement benefits.
- Include information on how these amounts hit the bottom line each year.

Motion carried, with all voting "Aye" on voice vote.

### Board EduByte - Student Housing

Chet Lamers, Facilities Director and Vickie Lock, Dean of Student Success, provided an update regarding On-Campus Student Housing.

Jeff Rickaby moved that the Board authorize the College President to enter into an Affiliation Agreement as discussed in the EduByte presented.

Motion seconded by Phyllis Habeck.

- Request for Information (RIF) is out and requesting interest in the development of student housing that will follow the Affiliation Agreement outlined.

Motion carried, with all voting "Aye" on roll call.

### Consent Agenda Items:

#### Minutes

The minutes of the April 15, 2015 Board meeting and the May 11, 2015 Special Board Meeting were sent to Board members prior to the May 20, 2015 Board meeting. It was recommended that Board approval be given for the April 15, 2015 and May 11, 2015 Board meeting minutes as presented.

#### Faculty- Retirement

With regret, staff recommended Board acceptance of the following retirement notice: Robert (Bob) Willis, Criminal Justice Tactical Instructor, who has been with the College since January 2, 2002 has announced his retirement effective August 31, 2015.

#### New Hires – Administrative Personnel

Robert Matthews – Vice President, Business and Finance: Mr. Matthews was the Selection Committee's top candidate for the Vice President, Business and Finance position. Mr. Matthews has a Bachelor of Business Administration degree in Accounting and a Master's of Business Administration in Finance, both from the University of Wisconsin-Madison. Mr. Matthews has been Vice President Corporate Services Division/Chief Financial Officer with JF Ahern Company since 2011 and prior to that, Vice President of Operations at Pioneer Metal Finishing. The salary for the position will begin at \$175,000.

It was recommended that the Board approve the above appointment.

#### Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2015 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage

for indirect expenses (31.75% for on-campus and 25.327% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts are available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Dave Mayer moved that the Board approve the consent agenda items as presented: the minutes of the April 15, 2015 Board meeting and the May 11, 2015 Special Board Meeting; the retirement notice of Bob Willis, Criminal Justice Tactical Instructor; the appointment of Robert Matthews – Vice President, Business and Finance; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Laurie Davidson.

Motion carried, with all voting “Aye” on voice vote.

Kim Schanock and Ying LaCourt left the meeting at this time (2:56 p.m.).

### Reports

#### Policy Discussion – Faculty Best Practices

Mary Bessett presented information on Active Collaborative Learning Environments. Melissa Wilke, Desiree Franks and Paul Schnorr presented information on Learning Communities.

- Will forward information on Learning Communities through the Achieve the Dream network to Board members.

#### President’s Report

##### Enrollment Activity –

- The College enrollment is currently running about 3.2% below where we were this time last year. Budget is still in good shape, and we are projecting a \$900,000 surplus to the fund balance.

##### Legislative Issues (state & federal) –

- JFC is taking up the College’s budget and have basically settled on not freezing tuition, and the State Board voted on a 2% tuition increase for the Colleges. The JFC was, at last meeting, not comfortable with placing the State Board staff under the umbrella of the Department of Administration. Felt there would be no benefit to moving the State Office under that department.
- As of July 1, 2015 the Faculty Assurance System will be replacing the current WTCS certification requirements. The qualification of faculty that are high school teachers that are teaching dual credit courses, is under discussion. The HLC intends to implement a rule as of January 1, 2016, that if a high school faculty member is teaching such a course that teacher must meet certain qualifications of the HLC as if they were teaching the course at the College. This will hurt the ability to find teachers that are certified under that rule to teach dual credit courses at the high school in partnership with NWTC. WTCS K12 Committee developed guidelines that will indicate the state’s position on the qualification of faculty teaching those courses which states that we will ensure that the student outcomes are being met.

##### Referendum Timelines and Decisions –

- Shared information on the timeline and the parking lot near the Trades area.



### Key Performance Outcomes

The President reviewed the end of 3<sup>rd</sup> quarter Key Performance Outcomes Status Report for academic year 2014 which was included as Board Exhibit 3. Included with the quarterly report were the FY 2015 Operational and Capital Contingency Account Status Reports, the Board Professional Development Account Status Report, and the FY 2015 & Prior Year Capital Budget Status Report for items with a total cost of \$25,000 and greater,

### ***Public Hearing***

#### FY 2016 Budget Public Hearing

Laurie Davidson moved that the Board adjourn the regular session for the purpose of conducting a Public Hearing on the FY 2016 Budget for the Northeast Wisconsin Technical College (4:00 p.m.).

Motion seconded by Jeff Rickaby

Motion carried, with all voting "Aye" on roll call.

Jeff Rickaby moved that the Board return to the regular order of business to take action on the FY 2016 Budget (4:08 p.m.).

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

#### FY 2016 Budget

Jeff Rickaby moved that the Board approve the FY 2016 Budget as presented in the budget document and summarized in Board Exhibit 4.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

### ***Other Business & Adjournment***

#### Review Next Month Agenda Items

The June 10, 2015 meeting will be held at the NWTC-Green Bay Campus with the following items scheduled:

1. Policy Discussion – Marketing & Recruitment
2. Board EduByte -- Dream Annual Report
3. Review the Referendum Projects and tour newly remodeled areas.

Adjournment

Dave Mayer moved that the May 20, 2015 Board meeting be adjourned (4:10 p.m.).

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.

  
Phyllis Habeck, Board Secretary

6-10-15  
Date